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ordinary bibliography issued by the large library is no more adapted for use in the very small one than its building plans would be.

But not only can the commission co-operate with forces within the different states for the benefit of individual libraries and communities, it can join hands with many national agencies whose aims are similar. The Bureau of education at Washington or some other national office is losing splendid opportunities to co-operate with library commissions and with the League of library commissions by not keeping information to date regarding new library activities and conditions in each state. Unfortunately library co-operation of this kind in the past seems to have been confined chiefly to spasmodic collections of library statistics.

Although much work has been devoted to laying the foundations of library commission work, even greater perseverance and devotion will be required to realize all its possibilities. The success or failure of a commission will depend upon its ability to get behind the individual library and will be disclosed by library conditions throughout the particular state in which the commission's work and resources have been expended. My personal belief is that success will most easily be achieved by the commission which has the least official connection with or oversight of any single library in the state, so that undivided time, impartial attention and effort can be given to all public libraries of the state as a whole. Free from ambitions for any single institution but with unselfish loyalty to all, the future development of commission work should show more splendid results than ever marked the past. In the recent words of a library commission secretary, "we must now look forward to the period of perfecting, developing, spiritualizing. We must look for results in the finer culture of the community, in individual lives, in character, in a development of living conditions more worth while," through a vitalized co-operation which shall bring our libraries into touch with the great social regenerative forces of the land, and through them to the people.

**THE PRESIDENT:** The Chair announces as the members of the committee he was authorized to appoint, Mr N. D. C. Hodges, Mr F. P. Hill and Dr R. G. Thwaites.

We have time to hear one or two short reports. Will DR. RICHARDSON read the report of his Committee?

### **REPORT OF THE COMMITTEE ON INTERNATIONAL RELATIONS**

Mr President, this Committee has had no business referred to it and has held no meeting. One rather special matter has been suggested for action by Mr Merrill, of the Newberry library,—the inducing of foreign publishers to say in the first volume of a book how many volumes the finished work will contain. The published record of the wish seems to be the only method of furthering the end and the record is, therefore, here made without further ceremony.

The matter of participation in the Brussels meeting next summer has been reported to you from the Executive board and will be specially presented at a later session.

The matter of further possible co-operation with foreign libraries in the matter of cataloging rules will also be referred to at a later session in the report of the Committee on catalog rules.

E. C. RICHARDSON

Chairman.

The report was adopted as read.

**THE PRESIDENT:** Are there any other reports?

**THE SECRETARY:** The report of the Committee on co-operation with the National education association and also that of the Committee on library administration have been submitted.

### **THE COMMITTEE ON CO-OPERATION WITH THE NATIONAL EDUCATION ASSOCIATION**

makes an informal report by letter to the effect that the course of action recommended by it to the N. E. A. and to the A. L. A. was adopted by both Associations. Professor J. Edward Banta, of Binghamton,

was selected to represent the schools' point of view at the annual meeting of the A. L. A., while Dr James H. Canfield was chosen to represent library interests at the convention of the N. E. A. Dr Canfield's untimely death, however, intervened and it did not seem feasible to make any other arrangement. The Chairman of the Committee expects to attend the conference of the N. E. A. at Denver and participate in the Library section.

### REPORT OF THE COMMITTEE ON LIBRARY ADMINISTRATION

In the spring of 1908, the Committee sent out to 246 public libraries a questionnaire as to some of the methods by which economy of service might be secured, and reported at Minnetonka some of the most interesting data gathered on the accession record, binding, bookplates, book numbers, reports and cataloging. Under this last topic, the points covered were the use of the accession number on catalog cards, the fulness with which the author's name should be written, the use of the size symbol and the imprint desirable for fiction cards.

The Committee presents this year such of the remaining data as seem likely to be of use. The topics covered are: Apprentices; Bulletins; Inventory; Loan; Open shelves; Shelf list and Withdrawals record, together with some additional points on Cataloging.

The 187 libraries replying have, as was the case last year, been arranged in 3 groups: Group A (39 libraries), 1,000 to 10,000 volumes; Group B (109 libraries), 10,000 to 50,000 volumes; Group C (39 libraries), 50,000 to 200,000 volumes.

1. **Apprentices.** Do you take apprentices? Why does it pay?

In Group A, 20 libraries take and 13 do not take apprentices. 12 of these say that it pays and 4 are doubtful. In Group B, 66 take apprentices and 34 do not, while 3 more take them only when new assistants are wanted, and make them serve from 1 to 6 months without pay. Of the 66, 49 say that it pays and 1 doubts it.

In Group C, 18, 15 of whom say that it pays, take apprentices, while 18 do not.

It should, however, be stated that a number of those replying, while acknowledging that under their conditions apprentices pay, would prefer to employ trained help could they afford it. Grand Rapids, (Mich.) writes:

"We can not afford enough trained people. Where libraries take in one or two persons a year, or have unlimited income, it would undoubtedly be better to get trained, educated assistants."

Others prefer to train their own assistants. Medford (Mass.) writes:

"We can teach them the methods we approve and from them replete our force, without being obliged to unlearn paid assistants the methods which they deem essential."

Northampton (Mass.) writes:

"It saves us money in getting simple work done, and gives us assistants who do not have to unlearn much taught in the library schools."

Some other reasons given in favor are as follows:

"Apprentices pay us \$50 the first year and we have under-studies for vacancies." (Pittsfield, Mass.)

This is the only instance reported where the apprentice pays the library.

"Takes less time to teach and revise work than it does to do the routine work they can accomplish while learning."

"Their professional ideals are in harmony with the policy of the library. They are drawn from the inhabitants of the city and are familiar with local conditions."

"Public sentiment favors it."

"An advantage to have trained helpers to use as substitutes and future permanents."

"The service they give about balances the value of time given to their training. It pays most of all in giving us thorough knowledge of prospective appointees. We sometimes make mistakes in choosing apprentices, almost never in making appointments from them to the staff."

Some less favorable opinions read as follows:

"I am not sure that it does pay unless the material is very good." (Newark, N. J.)

"The amount of work done by apprentices is more than balanced by the disad-

vantages of the plan, but it does enable us to be pretty sure about appointees." (Louisville, Ky.)

"The staff is supplied from residents of the town. Except for this, we would not approve apprentice work. It takes too much time to train them and the public suffers for their incompetency."

It seems impossible to draw any hard and fast conclusion in the matter. As Miss Hooper, of Brookline, says:

"The question seems too elaborate to generalize about. It depends so on the kind of library and the kind of apprentice."

**2. Bulletins.** (a) Do you print a monthly or quarterly bulletin of additions? (b) Do you include in your additions bound periodicals, government documents, library reports, etc.? (c) Why does this pay?

(a) Libraries printing bulletins of additions number 4 in Group A; 36 in Group B; 30 in Group C; while those not printing number 28 in Group A; 67 in Group B; 9 in Group C. The majority of these bulletins appear monthly or quarterly.

(b) The second question was not understood by all answering to refer to the printed bulletin of additions, so the answers that can be counted are comparatively few. In Group A, 1 library includes bound periodicals; 1, some few government documents and 1 "all bound books." In Group B, 12 include none of those, 9 include all (but 3 say "if space permits," etc.), while 10 more list bound periodicals and 14 more list documents. Some of the 14 list only important documents or such as have been cataloged. In Group C, 13 list none of the above, 1 seldom does, 1 does as far as space permits and 2 list them all; while 1 more lists reports; 7, bound periodicals; and 11, documents. Various limitations are observed. For instance, 1 library lists, of bound periodicals, new titles only, and another only such periodicals as are allowed to circulate.

A few of the answers follow:

"Useful to include all additions in the monthly bulletin on account of the completeness of the annual bulletin." (Grand Rapids, Mich.)

"Don't believe it does pay to list bound periodicals. Think we shall stop." (Providence, R. I.)

"Many are inclined to seek periodical literature after the announcement." (Taunton, Mass.)

"It doesn't pay. Government reports will all be kept out in future." (Peterboro, N. H.)

"It wouldn't pay to include library reports—too little used by the public. Bound periodicals and documents are frequently consulted."

"We do not print them in the bulletin, except in special lists, as the Yearbook of Agriculture in a list on Farming." (Indianapolis, Ind.)

"Do not include any of the items mentioned." (Pratt Institute.)

(c) Too few libraries answered the question, Does it pay? to enable your Committee to generalize from the data given, but it is its opinion that while local conditions may make it necessary or best for certain libraries to include such material, the average librarian should think very carefully before including any but periodicals and documents of special interest. The bulletin should be selective and should be more than a bare list of books. Our catalogs list for the student *all* the books in the library—our bulletins exist primarily to interest the reader in the best current literature available to him there.

1 library writes:

"The value of the bulletin is greatly increased by notes about the books, occasional brief items of real interest to readers, and now and then a short special list by way of variety. Most special lists are more valuable printed separately. The book notes pay best of all. If necessary, I would print only one-fifth of my accessions and devote the rest of the space to notes, rather than print a full list of accessions without notes."

**3. Cataloging.** (a) How full collation and imprint do you give for non-fiction? (b) Do you use colored cards? Why does it pay? (c) Do you use red ink for subject headings or call numbers? Why does it pay? (d) Do you use Library of Congress printed cards? What is the estimated saving in time and materials resulting from their use? (e) Does it pay to make analyticals for books analyzed in existing indexes? Why?

Should not the *kind* of library rather than the *size* determine to a large extent the method used? College and purely ref-

erence libraries, with their scholarly *clienèle*, have problems apart from those of the average public library. Is the public library going into refinements on its catalog cards which do not help it in getting the right book into the hands of the right reader, and thus waste time which might be given to direct personal service?

The Forbes library at Northampton (Mass.) states that much of its work would be impossible were it to "follow the beaten path common in many libraries, wasting time in writing up every conceivable form of record" with no thought of the cost involved." This library says of its cataloging: "We abandon

all attempt to exploit our knowledge of the details of library work on our records, notably on our catalog cards. Therefore we omit size, paging, details of illustration, publisher, etc., from our author cards."

(a) Last year's report showed that while many libraries omitted accession number and size symbol from their cards, put no imprint on fiction cards, and did not write the names of all authors in their fullest form, some among the libraries still setting down these facts knew not why they were doing so. The following table shows that the same thing is true of other items of collation and imprint:

#### (a) Collation and Imprint

	Edition		Paging		Illustrations	
	Give	Could spare	Give	Could spare	Give	Could spare
Group A.....	14	1	10	2	19	3
Group B.....	36	3	41	11	57	8
Group C.....	15	0	17	1	26	1
	65	4	68	14	102	12
	Maps		Size†		Place	
	Give	Could spare	Give	Could spare	Give	Could spare
Group A.....	13	1	11	6	18	4†
Group B.....	36	6	47	16	65*	19
Group C.....	18	1	26	4	32	4
	67	8	84	26	115	27
	Publisher		Date			
	Give	Could spare	Give	Could spare		
Group A.....	16	2	28	2		
Group B.....	41	7	83	4		
Group C.....	17	1	36	1		
	74	10	147	7		

\*1 more uses place, "if the publisher's name is unfamiliar."

†1 of these says, "except for foreign publications."

‡3 or 4 of these give size only under certain conditions and same number say they could usually spare it.

Pratt Institute would prefer publisher to place, but does not feel like changing such a large catalog.

Syracuse( N. Y.) distinguishes between books for circulation, the cards for which bear place and date only, and books for reference, the cards for which bear in addition paging, illustrations, and size.

The above table shows that nearly one-quarter of the libraries giving pagination and place do not consider these items necessary. Some libraries feel that "consistency" compels them to continue giving as full collation and imprint as that with which they began, but new libraries at

least, or libraries recataloging, should consider very carefully whether all the items they intend putting upon their cards are essential. Consistency is unattainable, anyhow, by most libraries using Library of Congress cards, as they have not been accustomed to giving pagination, etc., just as these cards do. It is interesting to note how many libraries give the publisher. Some of these give publisher instead of place, while some give both. Is not the publisher's name, as a rule, far more useful?

(b) Colored cards. In Group A, 4 use and 27 do not use colored cards. In Group

B, 23 use them, but 2 of these intend to stop, while 77 do not use them. Group C includes 10 using and 27 not using them; 2 libraries use them for guide cards only, and 1 uses them as temporary author cards before the Library of Congress cards come, because they are easier to detect and remove.

Few reasons are given as to why colored cards do or do not pay. A few libraries say they save time. Brookline (Mass.) and Wilmington (Del.) emphasize the fact that while they may not make any difference to the public directly, they enable the reference librarians to find needed material more quickly, and so indirectly save the reader's time. Portland (Ore.) writes:

"If starting again, would omit them. We are now inking the tops green, blue and yellow. This is just as effective."

Pasadena (Cal.) writes:

"We question if the color scheme isn't a bit *confusing* to all but the cataloger, and whether a liberal number of guide cards doesn't suffice."

Is not the colored card for biography, criticism, etc., bound to be driven out by the Library of Congress printed cards?

(c) Colored inks. Are we using them for purely decorative purposes, or do they really help the public?

(1) Red call numbers. 48 libraries use, while 104 do not use red ink for call numbers. It is used by only 3 out of 34 of the libraries in Group C.

(2) Red headings. In Group A, 26 use and 6 do not use red headings. In Group B, they are used by 73 out of 102 libraries. Group C is evenly divided, 18 using and

18 not using them. 2 more libraries use the red headings for "biography only," 1 for "subdivisions" and 2 underline in red.

The principal reasons given for the use of the red heading are that it attracts the eye and saves time, that it makes it easier to explain the arrangement of the cards to untrained assistants and to the public and that it facilitates their use of the catalog. Testimony, however, varies greatly as to how much the public is helped by it. 1 library says the public "pay no attention to red ink" and another that they "often mistake the subject heading for the title of the book," while still another writes:

"We know from experience that it pays. We started our catalog for the circulating room two years ago without red headings. It caused delay with the assistants and confusion with the public. We have gone back to first methods." (Portland, Ore.)

Other reasons given are that it "improves the appearance of the catalog;" "is useful in arranging cards;" "is specially useful in distinguishing biography and criticism of an author from his works."

Pratt Institute writes:

"It helps the staff and a few who know, and hurts no one."

Some libraries doubt if it pays. 1 says that proper indentation makes filing sufficiently easy, 1 suggests using small capitals for subject headings, while another writes that they have experienced no confusion from the use of black headings.

There seems to be need of further investigation as to how far both assistants and public are helped by red headings.

#### (d) Library of Congress Cards

	Use?			Expect to	Saving?			
	Yes	No	To some extent		Yes	No	Little	Probably
Group A.....	9	22	2	0	6	0	1	0
Group B.....	57	32	†17	3	26	*7	4	1
Group C.....	27	9	3	1	12	2	1	2
	<u>93</u>	<u>63</u>	<u>22</u>	<u>4</u>	<u>44</u>	<u>9</u>	<u>6</u>	<u>3</u>

†5 of these use for all non-fiction.

\*3 of these admit that there might, under certain conditions, be a saving.

Few libraries attempt to estimate the exact saving in time and materials by the use of Library of Congress cards, and the estimates given vary greatly, as may be seen by the following quotations:

"Time of one cataloger"; "\$150 per year"; "half time"; "fully two-thirds"; "about two-thirds"; "more than one-half in time, no saving of materials"; "materials more expensive, but half-time saved"; "in materials two-thirds, in time more than

two-fifths, loss of time for cards of short entries"; "very great, both in writing and looking up names"; "saves about 25% of cataloger's time"; "time saved by cards is used in making out order—broad as it is long"; "find it requires as much time and frequently more to look up numbers and alter cards as it does to catalog the book"; "little gain in time, but more information given." 1 library writes: "Our type-written cards are so simple and we analyze so minutely we save little in using Library of Congress cards"; another says there is "no saving in time except where there are many analyticals."

The Forbes library writes: "They cost us much more. I know this is contrary to the usual experience."

Haverhill (Mass.) says: "Time difficult to estimate. No saving in materials. Particularly valuable in recataloging an old library like ours. Have tried and couldn't keep up with current accessions, let alone recatalog, with our small force, without Library of Congress cards."

Pittsfield (Mass.) saves "nearly one-half by *not* using them" and thinks that to use them would be to "lose that invaluable acquaintance with books that comes from classification, cataloging, etc."

Leavenworth (Kan.) writes: "I don't think there is any saving in a library of this character. We believe in many entries, but brief ones. Time and money spent in ordering cards, adding call numbers and headings and changing entries to accord with our usages, make Library of Congress cards expensive luxuries for this class of library."

Other points brought out are the impossibility of getting the information the cards furnish without the use of many reference books, the saving of the time spent in examining cards by the head cataloger, and the clearness of the record.

(e) Analyticals. Does it pay to make them for books analyzed in existing indexes?

63 libraries answer "yes," 53 "no," and 23 "sometimes."

Few of the libraries answering "no" give reasons why it does not pay. Some say because it takes too much time, or because it duplicates entries, or "pads the catalog too much," or is of no advantage to the reader.

Some would make analyticals only for important material or such as is often called for: 1 advises making them "in branches where there are few of the books indexed"; 1, "where there is not a reference librarian free to introduce to indexes"; while another thinks it pays to make them in a medium sized, but not in a large library.

The principal reasons given in favor of analysis are:

The public dislike to use the indexes; material not in the catalog is likely to be overlooked; it is easier to teach the use of the catalog; the public use the catalog more and expect to find all material together there; they will seldom look up a subject in two or more places; indexes are tardy and inadequate; analyticals in the catalog facilitate quick reference work.

**4. Inventory.** (a) Do you take inventory? How often? (b) Need it be taken so often? (c) Is not the loss of needed books discovered in other ways? Is it important to find out quickly about the loss of other books?

(a) In Group A, 29 do and 6 do not take inventory, while in Group B, 98 do and 7 do not, and in Group C, 34 do and 3 do not, these 3 being Brockton and Northampton (Mass.) and Scranton (Pa); 10 of the 16 libraries not taking inventory are in New England where the population is less shifting than in the west. 4 libraries answer "not yet."

#### Frequency of Inventory

	†6 mos.	*1 yr.	2 yrs.	3 yrs.	5 yrs.	Irregularly
Group A.....	2	20	1	3	0	2
Group B.....	2	67	11	4	2	8
Group C.....	0	19	4	1	1	8
	<u>4</u>	<u>106</u>	<u>16</u>	<u>8</u>	<u>3</u>	<u>18</u>

†1 of these about to lengthen period.

\*1 of these about to change to 2 years.

1 library, not counted above, inventories fiction yearly, non-fiction every 2 years, and another inventories fiction and juveniles triennially, others as time permits. Haverhill (Mass.) answers:

"Seldom—partially once a year—costs too much to take and of no practical value as far as we can discover."

(b) Need it be taken so often? Of the 155 libraries stating the frequency with which they take inventory, 82 think it necessary and 24 unnecessary to take it as often as they do, while 3 are doubtful and 2 say "better so." 17 of the 24 are libraries now taking a yearly inventory. Why are they doing it, since it seems to them unnecessary?

(c) Is not the loss of needed books discovered in other ways? 81 libraries say "yes" (2 of these say "it's not so satisfactory," 1 says "in non-fiction," 1 "except fiction and juveniles"), 17 "no" (6 modifying their "no"), 8 are doubtful and 39 answer "not always," or "sometimes," or "frequently."

Is it important to find out quickly about the loss of other books?

37 answer "yes," 39 "no," 6 "sometimes," 5 "more business-like," while 3 more think it important when there is systematic thieving, and 1 says it "might help to recover the books." 1 library writes: "Could answer this if sure what books were going to be needed." Another says: "If a book has but an average circulation, attendants rarely make a search for such books, considering them in circulation if not on the shelves. It is the duty of every librarian to make sure of losses annually." And another: "Not in single cases, but in a general sense very important." A library which gives access to 40,000 of its 130,000 volumes, answers: "Not when, as in our case, we have been losing more than 1,000 volumes a year."

Several point out the fact that it is more business-like to give the exact number of volumes in the library in the annual report, and that this can not be done without accurate knowledge as to the number missing. Superior (Wis.) writes:

"Many lost books mean administrative weakness. It is desirable to know this at once."

Holyoke (Mass.) writes:

"Only a few are noticed in other ways; though as you suggest, these few are doubtless the 'needed' books, and for the rest it may not make a great deal of difference when their epitaph is written. The inventory is valuable in the way that a rigid physical examination may be to a man. Mistakes of various sorts come to light, but if not discovered, propagate like weeds, so an annual hoeing is quite worth while."

Pratt Institute says:

"Not in a library as large as ours (over 90,000 volumes) with 18 who look for books. If a reserve postal is left, the loss is discovered."

Grand Rapids (Mich.), which takes inventory yearly, says:

"An inventory taken less often takes much more time. It is good business to keep things in good running order, and an inventory aids much in this direction. A wholesale going over of all the books in the library once a year must be very satisfactory to the head of the circulating department. It refreshes the personal knowledge. It discovers many things, books hidden and dropped out of sight, inaccuracies of labeling, but chiefly books lost. It shows not only individual books lost, but what classes are apt to disappear. It is much more satisfactory to have the hunt for books a wholesale one, once a year, than to be continually hunting for individual books all the time."

**5. Loan department work.** (a) Is a guarantor required?

	Yes	No	Reference required	For minors	For non-residents	For names not in directory
Group A.....	19	9	1	7	1	0
Group B.....	37	44	6*	15	3	4
Group C.....	18	9	5	5	2	4
	<hr/> 74	<hr/> 62	<hr/> 12	<hr/> 27	<hr/> 6	<hr/> 8

\*2 require for strangers only and 1 for minors only.



In addition to the libraries tabulated, 1 requires a guarantor for non-householders, 1 for newcomers, 3 "at discretion," and another for any one not a voter or taxpayer. It is not certain, from the way in which answering librarians used the terms, that all libraries stating that they required a guarantor meant by that one who is pecuniarily liable for the borrower's shortcomings.

(b) How many guarantors have been called on to make good a loss in the past year? How many made it good?

In Group A, 9 libraries called on from 1 to 10 or 20 guarantors each and in the great majority of cases the book was returned or the loss made good. Norwalk (Ct.) for 5 years demanded a guarantor, twice called upon guarantor and was un-

able to collect, and now registers any one whose name is in the city directory.

In Group B, 25 libraries called on from 1 to about 40 guarantors each, almost all of whom made good. 1 library in this group has called upon only 6 guarantors in 15 years, and another, Gloversville (N. Y.), upon 1 in 28 years. Does the clerical work necessitated pay in such cases as these?

In Group C, 11 libraries called on from 1 to 113 guarantors each, Denver (Col.), Oakland (Cal.) and Toledo (O.), calling upon the largest number. Most of these libraries report the guarantor as generally making good in some way, though 1 states that only 25 out of 113 made good.

(c) Do you keep a numerical and an alphabetical list of borrowers? How? On cards or in books?

	Alphabetical	Numerical	Both	On cards?	In books?	Both
Group A.....	3	1	30	8	2	23
Group B.....	5	2	98	30	5	67
Group C.....	4	0	35	12	0	26
	<hr/> 12	<hr/> 3	<hr/> 163	<hr/> 50	<hr/> 7	<hr/> 116

3 of these libraries that now keep one or both records in a book are about to change to cards, and 1 is considering changing its numerical record from cards to a book. 1 library, not included above, keeps a double record by means of a book and envelopes.

It is impossible to draw from the data given any conclusion as to the comparative economy of keeping the numerical record in a book and the alphabetical on cards, or keeping a double card record.

(d) Do you keep a street index?

7 libraries keep and 113 do not keep a street index. Pratt Institute and Newark (N. J.) tried it and gave it up because they thought it didn't pay. Denver (Col.) writes that they "can't do without it," and Washington (D. C.) keeps it because it enables them "to locate all borrowers in homes where there are contagious diseases." This latter is the usual reason given by libraries keeping it, but Grand Rapids has another:

"The partial index we had two years ago was of distinct use when we had a small-pox epidemic at that time. It is

now complete. We know just in what houses and streets our card holders live, and we know just where to put forth our efforts to reach the spots in the city which the Library does not now touch. For example, out of the 18,500 residence buildings in the city, the Library has card holders in 11,409. We also know exactly the 147 streets in this city on which not a single library card holder resides. We can now find out why and apply the remedy."

(e) Do you re-register borrowers? How often? What advantage makes up for the labor required and the annoyance to borrowers?

10 libraries in Group A do not re-register. 20 re-register, 5 irregularly and 15 at intervals of from 1 to 6 years. 3 years is the favorite period. 10 state a "live record" as the chief advantage, while 1 says it "clears up unpaid fines." Why let them run so long? 2 small libraries in this group used to re-register but have given it up as not worth while.

29 libraries in Group B do not re-register (3 of these say "not yet"). 8 "renew" and 60 re-register, 9 irregularly and 44 at intervals of from 2 to 10 years.

3 years is the favorite period. The chief advantages claimed are that re-registration gives a live record, keeps the borrower's number small and corrects addresses. 5 state that it does not annoy borrowers. Borrowers are not always required to sign again. Some libraries that answer "yes" have re-registered "once in 15 years," "once since 1879," etc.

1 library in Group C does not re-register. 3 renew and 32 re-register, 6 at irregular intervals and 24 at intervals of from 2 to 5 years. 3 years is again the favorite period. 1 library which has re-registered every 2 years is changing to every 5, as "a saving of time and temper."

The same reasons are given as above, also that it "prevents unauthorized persons from using cards indefinitely," and that it is "necessary with a floating population."

(f) Have you a satisfactory method of keeping a live record of borrowers? Explain.

Many libraries did not answer this question. Out of 107 that did, 39 say that they have, 50 that they have not a satisfactory method, while the other 18 answer "fairly."

When asked to explain, the most common answer seems to be, "by re-registration," or "by renewal." Others state that they remove the card when any borrower moves or dies; sort out the unused cards yearly (or at longer intervals); count the cards in use at any given time. None of these methods (except the last two which are painfully slow), though they seem to satisfy the majority of the libraries using them, give exactly the number of cards *in use* at any given time. What they give is the number of unexpired cards, and, where renewal or re-registration takes place every 2 or 3 years, this would

seem to be sufficiently accurate. To quote a few answers:

Watertown (Wis.) writes:

"In this small city (10,000 population) and library it is more possible to keep a fairly accurate record of borrowers. Their cards remain at the Library when not in use, and these cards are examined about every six months or year and those found to be inactive are withdrawn. The cancellation stamp is placed upon their number in the register of borrowers."

Davenport (Ia.) writes:

"Impossible (to keep live records) as many cards fall into disuse without our knowledge. We cancel those reported, deduct the expired each month, and add new cards and renewals each month as our number in force to date."

Los Angeles (Cal.) writes:

"Add to total registration the new members and renewals and subtract expirations and withdrawals. Total registration verified every few years by actual count of cards in borrowers' index."

Dayton (O.) keeps borrower's cards and certificates. Borrower's cards are "colored by years and the file is kept weeded of old cards as they expire and are not renewed." The certificate file is "gone over for expirations every three months and old certificates removed to a separate file."

Brookline (Mass.) subtracts constantly from their register those who have left town or died, and re-registers once in 5 or 6 years.

Pratt Institute, writes:

"The register is checked with renewals and by counting checks and number of entries of last two years (period of card) we can tell how many cards are good. But there is no way of knowing how many are used and we have not needed to know."

(g) How many days do you wait after a book becomes due, before sending notice? Could not a saving in cost of service be made by lengthening this period? Is there any reason for not extending the time?

Number of days before sending notice

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(10)	(14)	(20)	(21*)	Irregular	None
Group A	0	4	1	1	4	0	16	1	4	1	0	3	0
Group B	2	3	18	11	15	3	27	5	3	0	1	18	2
Group C	2	2	11	5	4	1	11	0	0	0	0	4	0
	<u>4</u>	<u>9</u>	<u>30</u>	<u>17</u>	<u>23</u>	<u>4</u>	<u>54</u>	<u>6</u>	<u>7</u>	<u>1</u>	<u>1</u>	<u>25</u>	<u>2</u>

\*Some classed as irregular are those having a different number of days for fiction and non-fiction, for juveniles and foreigners, etc.

Of these 181 libraries, 32 feel that they could and 32 that they could not economize in cost of service by lengthening the period; 22 have doubts on the subject and 9 feel that a slight saving might be effected. 1 says: "Yes, but how about the borrower?" And another: "Not so many notices, but more messenger service and lost books."

The chief reasons given for not extending the time are: (a) the desire of the borrower to be notified; (b) the cost to the borrower if fines are allowed to mount up; (c) the greater ease of collecting a small fine; (d) the danger of losing the book should the fine be too heavy; (e) the need of the book for other borrowers, especially where the circulation is large and the number of books relatively small.

"The public would not stand for any longer delay than 5 days. They would be pleased to have notices sent every day and would like to have books sent for." (Oak Park, Ill.)

"A prompt notice has been known to displease a responsible borrower, while a delay has been thought an injustice." (Albion, N. Y.)

"Prompt action has a valuable tonic effect on those indifferent to regulations."

"The increasing rage of the individual who even then must pay 14c to the library is the reason. It does not pay to let people get too mad." (Brookline, Mass.)

"With our shifting population, we need to trace delinquents as soon as possible. We have an elaborate system for this. It doesn't pay, so far as money is concerned, but I believe the library has a moral duty to make people live up to their responsibilities." (Pratt Institute.)

"It might save service, but not the usefulness of the book." (Grand Rapids, Mich.)

Galveston (Tex.) charges an unusually large fine—5 cents a day—and sends notices when books are 1 day overdue. The librarian says it pleases and prevents loss.

Ottumwa (Ia.) charges 3 cents a day, looks through the file once a week or once in 2 weeks for overdues and finds very few.

**6. Open shelves.** There is but little left to say on open shelves after Miss Lord's exhaustive treatment of the subject, published in the Proceedings of the Minnetonka conference. Miss Lord gives

some figures for 36 libraries. It may be interesting to note in connection with these, a few figures from 187 of the libraries to which this Committee's questionnaire was sent at about the time Miss Lord was conducting her investigation.

(a) Have the public free access to the shelves? 35 libraries in Group A say "yes," 2 "no," and 2 "limited." In Group B, 78 say "yes," 14 "no" and 16 "limited." In Group C, 16 say "yes," 13 "no" and 10 "limited."

(b) Does free access increase or decrease the cost of service? How?

80 libraries say that it decreases, 14 that it increases the cost of service, but 2 of these latter emphasize the point that the use also increases, which may not mean increased cost relative to the number of books circulated. Many of the libraries questioned feel that it makes little or no difference, or fail to answer the question at all.

65 libraries state that free access requires fewer attendants or less time from the same number of attendants. Libraries that say the cost is increased state that the use is increased, that more books are lost, that books wear out faster, that it costs more to light the stack, that more time is spent in straightening the shelves and that more assistants are needed. Your Committee doubt whether increased or decreased cost is susceptible of proof by figures, but feel that, to quote 2 librarians:

"The strong argument for open shelves is the educational value of free access:" and "As to cost of service there is little difference, but in serving the public to their satisfaction, everything points to open shelves."

(c) Are you ever tempted to restrict access because of loss of books? 101 libraries answer "no" and 23 "yes," but most of the tempted seem to have no intention of yielding to the temptation.

**7. Shelf list.** (a) Do you keep a shelf list on cards or on sheets? If on cards, do you use Library of Congress cards? Is much saving affected thereby?

In Group A, 31 use cards, 1 uses sheets, while 2 keep their shelf list in a book (1 of these is changing to cards). 4 of the

31 use Library of Congress cards and 3 of the 4 consider them a saving.

In Group B, 88 use cards and 13 use sheets, while 5 use both (but 2 of these are transferring all to cards). 9 of the 13 using sheets are located in New Hampshire, Massachusetts, New York and New Jersey. Only 20 of the 88 use Library of Congress cards and 9 of the 20 think them a saving.

In Group C, 29 use cards, 4 use sheets and 5 use both. Seattle (Wash.) puts but 1 entry on each sheet. Oakland (Cal.) has no shelf list, but uses the official catalog, which is arranged by classes, as such. Only 5 of the 29 use Library of Congress cards, and 4 of the 5 think them a saving. Of the libraries using both cards and sheets, 1 keeps fiction and juveniles on cards, 1 all but periodicals (sheets for which never have to be rewritten) on cards and 1 all but fiction on cards.

This gives a total of 148 libraries using cards of which 29 use Library of Congress cards, 18 use sheets and 10 use both.

Grand Rapids (Mich.) gives as the reason for not using Library of Congress cards that they are so often filled up with a long title as to leave no room for the accession numbers of 30 or 40 duplicates.

(b) If the shelf list is on sheets, how much time per year is spent in rewriting? What advantages in the sheet form make up for this?

In Group B, 5 say "not much"; 3, "a good deal too much"; 1, "rewritten once in 10 years," and 1, "none." 2 find no advantage; 3 say less danger of loss, 3 less of misplacement, 3 that one takes in more at a glance, 2 that sheets are more compact, 1 that they are easier to use and 3 that they are better for inventory.

In Group C, 3 say "very little time." 4 find the sheet form easier to use. Of these, Scranton (Pa.) writes:

"Ease in referring, making entries and canceling, which in the lines where sheets are used, are frequent." And Brookline (Mass.): "The sheet shelf list in the general collection (exclusive of fiction and juveniles) is very good, and one can see at a glance what one has in a class. In fiction and juveniles we have been forced to adopt cards on account of much duplication and frequent replacing."

Grand Rapids (Mich.), which in 1908 was transferring from sheets to cards, says there are no advantages in the sheet form that compensate for the time spent in re-writing.

(c) What items do you give and in what fullness? Which could you spare?

The items to be given on the shelf list must vary so with its uses that little is to be gained by listing in detail the data given without knowing what use each library makes of its shelf list. When used as an order card, a classed catalog, an accession record, or for compiling printed lists, more data are necessary than in other cases. Comparatively few libraries (20 out of 158) feel that they are perhaps giving unnecessary data and there is no unanimity as to what is unnecessary.

It is interesting to note that while 15 libraries content themselves with giving the author's surname only, 56 find the full name, or initials or "subject fullness" necessary. 6 more give "short author entry," which is too indefinite to be counted with either of the above. 76 libraries give no data except author, title, accession and call numbers. Date is the item coming next in frequency of use; then number of volumes if more than one, publisher, edition, place, size, series, cost or price, illustrations or maps.

Newton (Mass.) gives on its shelf list card the number of catalog cards for that book. Pratt Institute stamps the card A. L. A. if the book is in the "A. L. A. Catalog," and notes the number of copies permanently needed in fiction and in the juvenile collection.

(d) Does the shelf list card take the place of the accession book? that is, are any or all of the facts usually noted in the book noted on the shelf card? The shelf list is used in this way by 5 libraries in Group A\*, 5 in Group B†, and 4 in Group C‡. 5 libraries in Group B that keep an accession book say that the shelf card partially or wholly replaces, or might easily replace, the accession book.

\*Carthage (Mo.), Springfield (Vt.), Oconto, Rhinelander and Watertown (Wis.).

†Fairhaven and Milton (Mass.), La Crosse, Marinette and Merrill (Wis.).

‡Brookline, Somerville and Springfield (Mass.) and Newark (N. J.)

**8. Withdrawals.** (a) Do you keep a record of withdrawals? (b) With what fulness of entry? (c) Why does it pay?

In Group A, 22 keep and 5 do not keep a withdrawals record; in Group B, 70 keep it and 18 do not, and in Group C, 18 keep it and 1 does not, while 8 take account only of the number of volumes withdrawn (sometimes by classes) and 1 of these also keeps the catalog cards. At least 3 libraries keep this record on cards.

Libraries keeping temporary records on slips, or simply noting the withdrawal in the accession book, or keeping the withdrawn catalog, book or shelf cards (or any two of these, or all) have not knowingly been included in the above figures for libraries keeping withdrawals records. For instance, Providence (R. I.) keeps for 2 years the charging slips arranged by call number; Hartford (Conn.) keeps the old book cards and notes publisher on them, etc.

Grinnell (Ia.) keeps both withdrawals book and cards and says the latter are "indispensable because they furnish an alphabetical list by authors."

Superior (Wis.) "answers all questions and takes one-sixth of the time spent in keeping a book," by stamping date of withdrawal in accession book and on shelf card, filing shelf card alphabetically, adding to book card (which already bears call and accession number, author's surname, title) the date and cause and filing these cards by date.

(d) With what fulness of entry? There is difference in practice here. 4 libraries state that they give accession number only, call number only, or both; 3 give author and title; 8 author, title and accession number; 11 author, title, accession and call number; 4 author, title, accession and reason for withdrawal; 1 author, title and

date; 2 author, title and call number; 1 author, title, accession number and date; 1 title and accession number; and 3 title and reason (1 of these adding call number and 1 accession number), while another gives call number and reason.

Counting in with these libraries those that enter more or different combinations of items, we find the frequency with which the following items occur, beginning with the item oftenest found, to be: accession number, call number, reason, date of withdrawal, date of replacement, price or cost, publisher. 1 library notes the number of times the book has circulated and 4 the number of copies left. Grand Rapids (Mich.) gives entry date, class, book and accession number, author, title, place, publisher, year, size and reason, and writes:

"When a record is kept at all, it is but little more work to keep it fully. All items are useful in ordering replacements. It is useful to learn the condition of the library."

Few libraries keep a full record.

(c) Why does it pay? The favorite reasons are: for statistics and in ordering replacements and duplicates. The record is also said to save time, to trace missing books, to be useful for insurance purposes, to show the character of the reading most done, and to be easier to consult than the accession book.

"Keeps record, with reasons, of has-beens."

"Habit makes it seem easier to list needed replacements from the withdrawals book. Do not think it pays if file of shelf **list cards is kept of books withdrawn.**"

"Perhaps it doesn't. Number of withdrawals and cause sufficient for statistical purposes."

New Britain (Conn.) which gives number, author, title, call and accession number, number of times circulated, says: "Doesn't. Never refer to it. Will try following":

Date	Number of vols.	Adult fiction	Average number of loans
Date	Number of vols.	Adult classed	Average number of loans
Date	Number of vols.	Juvenile fiction	Average number of loans
Date	Number of vols.	Juvenile classed	Average number of loans

New Rochelle (N. Y.) writes:

"Dropped the record a year ago, but resumed it. It is the easiest record for replacements and for reference at inventory time."

Another says, "Doesn't. Could be condensed to number of books withdrawn." (Records date, author, title, and accession number.)

Brookline (Mass.), which records only

the number withdrawn, keeps also a list, with reasons, of books withdrawn or rejected after reading.

Pratt Institute gave up the detailed record because they couldn't see that it did pay, and now records only the number withdrawn.

Newark (N. J.) keeps a simple record by classes and says:

"It is of interest to tell in a few minutes how many books in any one class have been discarded."

Northampton (Mass.) says:

"Doesn't pay. Glad you raised the question. Shall only keep record of gross withdrawals."

9. Work with schools. (a) Do you send libraries into the schools? (b) Do you plate, pocket and label these books? Why? (c) How do you charge them?

(a) 10 out of 35 answering in Group A, 58 out of 107 in Group B, and 33 out of 39 in Group C (101 in all), send libraries into some or all of the schools in their respective cities. 26 that do not send libraries allow teachers extra privileges.

(b) Of the 101 sending libraries, 68 plate, 67 label, 74 pocket them. 33 of these do it because the books are drawn from the main library, or are used in the main library in vacations. 15 of the 101 do not plate and label, 8 do not pocket. The rest do not answer.

The reasons given in addition to the above are for uniformity; for identification; as a safeguard; to help children to learn to use library books; for charging. 3 find the processes unnecessary. 1 says: "Just started school collection and didn't realize we could get along without doing it."

While there must, of course, be some simple mark of ownership, your Committee is of the opinion that much time is wasted in plating, pocketing and labeling books for school use which are never to form part of the main collection. Need time be spent in classifying them?

(c) Methods of charging vary greatly. Some use duplicate book cards, some charge on book cards at the library and send the teacher a record book or record card, others use special sheets. Leavenworth (Kan.) leaves the book cards in the

books, sends an alphabetical list of books to each school as an invoice and keeps a carbon duplicate at the Library charged to the school. Springfield (Mass.) keeps books used exclusively for its school collection in sets of 25 volumes, listed on mimeographed sheets, and charges by dating the sheets.

Northampton (Mass.) uses the Browne system; 1 pocket for each school is kept at the Library and book cards slipped into it. Duplicate cards are sent in the books and also a pocket for each pupil. A vertical pencil mark on the pockets shows the amount of reading done by each pupil. The same on the card shows the most used books.

Some libraries charge so many to each school or teacher. Newark (N. J.) proceeds as follows:

A school library book plate is pasted inside the front cover; title and author cards only are made, the latter serving also as a shelf list card. Call number, label, pocket and bookslip are omitted.

A teacher's circulation sheet is made and placed in the book for which it is written. When a set of books is charged these circulation sheets are taken out, arranged alphabetically according to title, slipped within each other, and then inside a manila cover. All are then held together by an elastic band through the center fold. On the outside of the cover, in the upper right corner, are written the teacher's name, school and grade. The book thus made is sent with the school library of which it is a catalog. To charge a book, the teacher turns to the sheet corresponding to the book to be charged, and writes on it the borrower's name, with date of issue. When the book is returned she checks it in the return column.

After the teacher's list of her library has been made by gathering the circulation sheets, as stated, a teacher's indicator is made. This is a manila slip a little longer than the regular book slip. On it are written the teacher's name, grade, number of books sent and date of sending. The teacher's indicators are grouped by the buildings in which the teachers are located, and put behind a slip of gray card-

board one-fourth of an inch longer than the indicator and bearing the name of the building at the top.

The library thus has the name of every teacher in the city who has a school library, her building and grade, the number of books she has, and the date sent. The list of books themselves is held by the teacher in her circulation book. A further record of school, teacher, date and number of books sent is kept in a blank book to facilitate a quick summary of totals.

The above plan takes about one-third of the labor called for by the method it supersedes.

The Committee wishes to express again its appreciation of the kindness of the busy librarians who patiently answered so many questions and made this report possible.

CORINNE BACON, Chairman

SULA WAGNER

HILLER C. WELLMAN

Adjourned to Friday, July 2, 8:15 p. m.

#### FOURTH GENERAL SESSION

(Friday, July 2, 1909, 8:45 p. m.)

THE PRESIDENT called the meeting to order on Friday evening, July 2, at 8:45 and the Association passed at once to the consideration of reports from Committees. In the absence of the Chairman, MR W. R. EASTMAN, the Secretary read the

#### REPORT OF THE COMMITTEE ON LIBRARY ARCHITECTURE

The Committee on library architecture offers the following report for the year 1908-09.

The Association has at its headquarters in Boston the plans and drawings of 86 libraries built in 21 different states, representing the work of more than 25 architects. The majority of these buildings are large and but 12 of the entire number are outside of cities. No less than 32 are branch libraries in New York city, 10 others are branches in Philadelphia and 6 more are in Cincinnati; a total of 48 branch buildings out of the whole 86. Eight are college libraries. The small li-

braries are very few and almost all of them the work of one man.

This collection is frequently consulted, but would be of much greater practical value if thoroughly classified and cataloged in such a way as to direct attention to the special features of each plan. It is evidently far from being complete for its purpose and a full and detailed index would be the first step to enlarge its usefulness and enable an active committee to solicit and obtain material, now lacking, for the use of the multitude of small libraries looking for satisfactory plans for buildings of very moderate cost.

Your Committee proposed to the Executive board to begin such a catalog, but it was not deemed wise to incur the necessary expense, which included that of temporary removal, until the question of permanent headquarters should be decided.

No change in the collection has been made during the year.

It has been evident to your Committee that important help might be rendered to the libraries by public discussion in our Bulletin of certain special details of building, such as flooring and floor covering, lighting—both natural and artificial—ventilation, heating, climatic conditions, shelving, class and assembly rooms and, perhaps, the development of a style of architecture which might signify a public library by its very appearance. It is certainly desirable that librarians should be better informed than we have been on these and on many other similar points. It is true that these matters were fully treated by competent librarians and architects in 1893, but it is time that we should learn the results of the experience of the last 16 years, which have been prolific in invention. Hundreds of library buildings have been erected in the United States since 1893 and there must be some new things to be said.

Doubtless you will expect your Committee to obtain the desired information from the able men who have built libraries and from those who are now building them. The Committee has talked about it; it has made a few tentative requests; but has no results to report. It has found that the

man who plans and builds a good library is a very busy man. The man who accumulates experience that is worth while is going on to use it and it is hard for him to find time to sit down and write it out and give it to others, much as he would like to do so. Still experience, our own or that of others, is the only way by which to learn and the effort to obtain the results of experience should not be given up. A strong, insistent public demand for such discussion of many practical questions of building will have its influence even upon busy men whose very business enables them to make valued contributions.

The only substantial report which your Committee has to offer at this time is a list of new library buildings planned, begun or completed in 1908; but as this list so nearly duplicates the Annual report on gifts and bequests to American libraries, printed in the March number of the Bulletin of the Association, it would be superfluous to repeat it here.

W. R. EASTMAN, Chairman.

THE PRESIDENT: Unless objection is heard we shall consider this report adopted.

We will now listen to MISS EMMA R. NEISSER, who will present the

#### **REPORT OF THE COMMITTEE ON LIBRARY WORK WITH THE BLIND**

The Committee has endeavored to secure accurate information concerning the circulation of embossed books from public libraries throughout the United States, and the inquiry conducted has brought to light

1. The need for uniform statistics.
2. The need for additional centres where books may be obtained.
3. The co-operation existing between libraries and organizations especially interested in the blind.

The Chairman attended the 10th convention of the American association of workers for the blind, held at Columbus (O.) June 15-17, 1909. The report of the Uniform type committee of that Association is not yet published, but will appear later in the "Outlook for the blind."

The following resolutions of that conference are of especial interest to libraries circulating embossed literature:

1. That the recommendations of the Uniform type committee be adopted.

2. (a) That the work assigned to the Uniform type committee be continued.

(b) That authority be given the Committee to seek the co-operation of other organizations in the movement toward a uniform standard punctographic system for the blind.

(c) That the Committee be authorized to raise and expend funds for its work.

3. (a) The use in standard and miscellaneous publications of complete grammatical punctuation.

(b) The use in such publications of a clear and tangible indication of capital letters wherever capitals would be properly employed in ink print.

(c) The exercise of discretion on the part of those in control of the embossing presses as to the use of the generally known unequivocal contractions.

(d) The exercise of such discretion in the employment of such intervals and scales of type as will in their judgment render their publications most serviceable to their readers.

4. That actual experiments carefully prepared, carefully conducted and carefully recorded, take the place of conjectures and mere impressions in deciding upon the relative legibility of different classes of tangible characters.

5. That it shall still be the policy of this Association to encourage a willingness to unite with the English speaking world upon any system which embodies the principles that will render it most serviceable.

6. That we look forward to the establishment of a National bureau of information which shall serve the blind as the Volta bureau serves the deaf.

7. (a) That this Association heartily approves the action taken by certain of its representatives, aided by Dr E. M. Gallaudet, President of Gallaudet college, Washington (D. C.), Dr E. F. Fay, of Gallaudet college, and Mr Booth, of the Volta bureau, in securing legislation re-



quiring the taking of the census of the blind and the deaf in the United States.

(b) That this Association recommends that Congress be asked to make provision for further special census work pertaining to the blind.

8. That we recognize and heartily approve the efforts that are being made by the Committee on the prevention of blindness of the American medical association, Dr F. Park Lewis, of Buffalo, Chairman, by the several state commissions, and by all local and private organizations looking to the prevention of all preventable blindness, including that resulting from the ophthalmia of the new-born, by disseminating these facts among the lay public; and that we pledge our unqualified support to the movement to give all possible publicity to these preventable causes.

Mrs Fairchild during the year visited the Michigan state school for the blind at Lansing, the Illinois industrial home for the blind at Chicago, and the classes for blind children in the public schools of Chicago.

The Chairman has visited the State school for the blind at Faribault (Minn.), the State school and American printing house for the blind at Louisville (Ky.), the Cincinnati public library and Clovernook home for the blind, the Library of Congress, the Ohio state school for the blind, as well as the Western Pennsylvania institution for the blind and the Carnegie library at Pittsburgh.

### New Publications

#### 1. In ink print

The Committee again commends to your attention "The Outlook for the blind" published by the Massachusetts association for promoting the interests of the blind, 277 Harvard Street, Cambridge (Mass.). Valuable information of interest to librarians has appeared in the quarterly numbers of this periodical, including lists of most recent publications in embossed type.

The "Outlook for the blind" for July, 1908, contains a valuable tabulated sheet of the industrial institutions in the United States, and the number for October, 1908,

another table of the educational institutions for the blind in the United States and Canada.

The New York state library for the blind during 1908 published a "Finding list: Supplement, July, 1905 to July, 1908."

#### 2. In embossed type

In the "Outlook for the blind" for January, 1909, may be found a list of new publications in American Braille, Moon and New York point, embossed since the list furnished in the "Outlook for the blind," July, 1907, referred to in the last report of this Committee.

In addition to the titles there listed the following have also been published:

**American Braille**, publications of the School for the blind, Lansing (Mich.):

Warren, Topics on English literature. \$0.05  
Aldrich & Forbes, Third reader,

4 v. ....	5.70
Constitution of Michigan, 1908, 1v...	1.25
Whittier, Selected poems, 1v.....	1.50
Epistle of James, pamphlet.....	.15
Corinthians, 1-13, pamphlet.....	.02
Hymn book .....	1.00

**New York point**, books published by the New York state library for the blind:

Aldrich, Poems, 2v.

Crothers, The gentle reader, 2v.

Harker, Miss Esperance and Mr Wycherly, 2v.

(Gift of Miss Nina Rhoades.)

Keller, The correct training of a blind child.

Keller, The world I live in, 1v.

La Sizeranne, The blind sisters of St Paul, 2v.

Lee, Uncle William, 1v.

Rothschild, Lincoln, 3v.

Taft, Present day problems, 2v.

**Moon type.** Whittier, Snowbound. \$0.55

½ cost of stereotyping paid by Mr and Mrs George Vaux, Jr, of Philadelphia, 1907.

Wister, Ulysses S. Grant, 2v..... 1.58

½ cost of stereotyping paid by John T. Morris, Esq., of Philadelphia.

Tennyson, In memoriam, 2v..... 1.50

½ cost of stereotyping paid by Mr and Mrs George Vaux, Jr, of Philadelphia, 1907.

Ranson, The Triumph of wireless, from "The Outlook" of February 6, 1909.

½ cost of stereotyping paid by Miss Emma R. Neisser and friends, of Philadelphia.

Wiggin, The Birds' Christmas carol.

½ cost of stereotyping paid by Mrs William H. Woodward and friends, of Philadelphia.

The new books now being published by the Moon society contain an additional page reading as follows: "To American purchasers of the Moon type books.

"The Bible can be procured from the Bible Society, 7th and Walnut Streets, Philadelphia, also the Psalms and the New Testament from the Bible Society, Bible House, Astor Place, N. Y. Secular books may be ordered through any of the agencies that have depots in London, or direct from Miss Moon, Honorary Secretary of the Moon Society, 104 Queen's Road, Brighton, Sussex, England."

Three new typewriters for embossing have recently been invented:

The Schindler typewriter for embossing in Braille and New York point (not yet manufactured for sale).

The Boston Braille writer (Perkins Institution, South Boston, Mass.).

The Moon typewriter (Moon Society, Brighton, England).

#### Reports of Progress

**Delaware.** By act of Assembly, approved March 31, 1909, a permanent commission of seven members, to be known as the "Delaware commission for the blind" was established, and given an appropriation of \$1,500 per year to carry on the work of the Commission. On June 1, 1909, occurred the formal opening of the Industrial exchange and free library at 307 Delaware Avenue, Wilmington (Del.). The embossed books which are the property of the Wilmington Institute free library have been transferred to the new salesroom and will hereafter be circulated from that address. The co-operation between the Library and Commission is most cordial, Mr Bailey, the Librarian, serving as a member of the Commission.

**Iowa.** From the Traveling libraries department of the Free library commission 223 embossed volumes were circulated during the year to readers throughout the State.

**New Jersey.** The Commission on the blind in New Jersey appointed by Governor Fort in 1908, was supposed to receive an appropriation of \$1,000 to carry on the work, but for some reason the amount was never received. The lack of means delayed the work. Later, through the efforts of Mr A. A. Osborne, the Secretary of the Commission, a limited amount from the Governor's Emergency fund was secured, and the investigation was begun.

In April the report of the Commission was submitted to the Assembly by the Governor with a favorable message, with the result that a bill to appoint a permanent commission of three citizens for a term of three years without salary, with an appropriation of \$1,500 to carry on the work of the Commission, was approved April 16, 1909, becoming law immediately.

**Ohio.** The Commission to investigate the condition of the blind in Ohio has been engaged in taking the census of the blind in the State, and has recently appointed the first home-teacher, a totally blind young woman.

**Pennsylvania.** The State appropriation to the Pennsylvania home teaching society was increased from \$4,000 to \$6,000 for the two years 1909-10.

The visitor for the Society for the promotion of church work among the blind has sought out and visited 77 blind members of the P. E. church in Philadelphia and the Society is arranging to emboss the tunes of the Church hymnal.

**Rhode Island.** Through the influence of the Providence public library, the "Sunshine daughters" of Providence became interested in the publication of embossed books and have paid for two of Mrs Deland's "Old Chester tales": "Good for the soul" and "The promise of Dorothea," which have been embossed in Braille at the Perkins Institution.

**Utah.** The most recent addition to the libraries circulating embossed books is the Public library of Salt Lake City, which

began this work in the fall of 1908. The last legislature appointed a commission of five members and appropriated \$1,000 for workshops.

**Wisconsin.** Judge J. M. Pereles, of Milwaukee, has again donated \$50 for the

publication of a new embossed volume, in memory of his mother who was blind.

The Committee recommends a uniform method of keeping the records of circulation of embossed books:

No. volumes in library	Books	Music	Total
American Braille			
English Braille			
Foreign Braille			
Line Letter			
Moon			
New York point			
Total			

No. volumes circulated	In city	Out of city in state	In other states	Total
American Braille				
English Braille				
Foreign Braille				
Line Letter				
Moon				
New York point				
Music				
Total				

No. of readers				
In city				
In state				
In other states				
Total				

The Committee especially urges the co-operation of the American Library Association, of library commissions, and of individual libraries with all agencies interested in the dissemination of literature relating to the prevention of blindness. The education of the public on this subject can be accomplished by the circulation of this literature by public libraries. For example, from the public libraries in each town in Massachusetts, the folder and leaflet of the Massachusetts commission on the blind may be readily distributed to the citizens of the State.

Those who are willing to co-operate in this movement are requested to address Mr Charles F. F. Campbell, 277 Harvard Street, Cambridge (Mass.), the editor of the "Outlook for the blind," who will notify them of the nearest branch of the Committee on the prevention of blindness.

The Committee recommends that the Committee on work with the blind be con-

tinued and a report submitted at the next conference.

E. R. NEISSER, Chairman  
S. C. FAIRCHILD  
A. D. DICKINSON

THE PRESIDENT: You have heard this very comprehensive and interesting report. Is discussion desired on it?

MR BAILEY: Mr President: The report seems to indicate that the books have been transferred from the Wilmington Institute library to the Delaware commission for the blind. The books still belong to the Library and are simply deposited at the headquarters of the Commission. They are under the supervision of the Library.

MR FLEISCHNER: I should like to ask Miss Neisser which is the best type to procure. We had some New York point books and had no call for them.

MISS NEISSER: Mr President: I think that is not a question for librarians to decide. You will have to consider the needs of your community. In Massachu-

setts all blind children who go to school are taught the American Braille.

MR FLEISCHNER: I am not speaking so much of the children, but rather of grown people,—people who have to learn to read now. Which are they teaching most? I have had several conferences in Boston that were not very satisfactory, and I should like to know what other libraries have adopted. Have you all the different types?

MISS NEISSER: We have five systems. At the Philadelphia free library we teach adults the Moon type first, and then the others. The Pennsylvania schools all teach the American Braille, the same as Massachusetts. I think the local conditions have to be considered somewhat.

THE PRESIDENT: The adoption of this report will include the continuation of the Committee, in accordance with the recommendation you have just heard. Is it your pleasure that this report be adopted with these conditions? Adopted.

MR A. L. BAILEY, Chairman of the Committee on bookbinding, will now present the

### **REPORT OF THE COMMITTEE ON BOOKBINDING**

For the past three years the Committee on bookbinding has spent much of its energy in trying to induce the publishers to issue special editions of popular and standard works for library use on the one hand, and on the other hand in trying to induce the libraries to buy them when the publishers complied. Both efforts have met with but indifferent success. Several publishers have tried to meet us half way and we know that many librarians bought all such editions when possible. The total number of copies bought, however, has not been large enough to make the publishers very enthusiastic about continuing.

At the meeting last year the Committee asked for tentative orders on 112 books most of which were standard and on the shelves of nearly all libraries, both large and small. The number of copies ordered of each book was far less than the Committee hoped to receive. In only one case was it over 300 copies. It must be ad-

mitted that such a small number of copies would not be sufficient to make any publisher desire to bind a special edition. Yet in spite of this fact, 14 publishers agreed to do it and 70 books were bound according to our specifications. Since in several cases only about one-half of the number of copies were sold, it must be inferred that many libraries failed to redeem their promises made a year ago. In addition to this and other discouragements, the Committee discovered that many libraries were apparently unable to get the books even when the publishers had them in stock. Our friends, the booksellers, must be held responsible for this. In view of all these facts, the Committee has not been so aggressive this year as formerly in demanding reinforced bindings, although it still believes in them. Many librarians have stated that most of the special bindings have given great satisfaction.

The Committee has not, however, thought it wise to let the publishers think that we have lost interest in better bindings. In the fall of 1908 it sent to all the leading publishers a letter protesting against the universal method of tipping illustrations into books. The Committee has also spent a large part of its time in drawing up specifications for better commercial work. The questions involved required an investigation of machine work, of materials used in binding, and of various commercial processes. A meeting was held in New York with the manufacturers of bookbinding machinery and proprietors of a large bindery. The desire of the Committee was to draw up specifications which, if followed, would greatly increase the serviceability of books but which would not greatly increase their cost. They were submitted to various experts for criticism and suggestion. As finally drawn up we believe them to be fair and not open to the charge of asking too much of the publishers. Since they have only recently been sent to the publishers, it is too early to tell what the result will be. They are too long to incorporate in this report.

An attempt has been made to gather statistics showing the relative wearing quality of books of different publishers.

Twenty-five libraries sent statistics of circulation covering new books in original publishers' binding sent to the bindery during the first four months of the year. Fiction and juvenile figures were kept sepa-

rate. We believe that the average obtained after combining the figures from all libraries shows which publishers are issuing the most serviceable books.

## FICTION

	Vol.	Circ.	Av.
1 Doubleday, Page & Co.....	273	7,920	29.00
2 F. A. Stokes Co.....	223	6,430	28.83
3 Henry Holt & Co.....	182	5,214	28.64
4 Century Co. ....	392	11,154	28.45
5 Bobbs-Merrill Co. ....	304	8,518	28.00
6 Little, Brown & Co.....	477	13,401	28.00
7 Chas. Scribner's Sons .....	835	23,362	27.97
8 Harper Bros. ....	1,208	33,198	27.48
9 Houghton, Mifflin Co.....	677	18,289	27.00
10 J. B. Lippincott Co.....	280	7,415	26.48
11 G. P. Putnam's Sons.....	254	6,682	26.30
12 Longmans, Green & Co.....	130	3,367	25.90
13 Macmillan Co. ....	788	20,235	25.66
14 Dodd, Mead & Co.....	559	14,246	25.48
15 A. C. McClurg & Co.....	95	2,378	25.00
16 D. Appleton & Co.....	563	13,979	24.82
17 McClure Co. ....	543	13,470	24.80
18 Grosset & Dunlap .....	183	4,405	24.00
19 L. C. Page & Co.....	117	2,727	23.30
20 G. W. Dillingham & Co.....	122	2,650	21.72
21 T. Y. Crowell & Co.....	90	1,936	21.51
22 A. L. Burt & Co.....	246	5,093	20.70

## JUVENILE

	Vol.	Circ.	Av.
1 American Book Co. ....	370	7,967	21.53
2 Ginn & Co. ....	246	4,905	19.93
3 A. C. McClurg & Co.....	147	2,831	19.25
4 E. P. Dutton & Co.....	217	3,987	18.37
5 G. P. Putnam's Sons.....	178	3,194	17.94
6 T. Y. Crowell & Co.....	111	1,989	17.91
7 Dodd, Mead & Co.....	195	3,486	17.87
8 Lothrop, Lee & Shepard Co.....	688	11,719	17.00
9 Houghton, Mifflin Co.....	764	12,661	16.57
10 Chas. Scribner's Sons .....	574	9,448	16.46
11 Little, Brown & Co.....	740	12,126	16.37
12 W. A. Wilde Co.....	180	2,952	16.32
13 Bobbs-Merrill Co. ....	92	1,492	16.21
14 McClure Co. ....	108	1,748	16.18
15 D. C. Heath & Co.....	211	3,339	15.82
16 Longmans, Green & Co.....	403	6,300	15.63
17 D. Appleton & Co.....	486	7,564	15.56
18 J. B. Lippincott Co.....	107	1,662	15.53
19 Macmillan Co. ....	453	6,887	15.20
20 F. A. Stokes Co.....	246	3,685	14.97
21 Century Co. ....	530	7,749	14.62
22 Harper Bros. ....	785	11,391	14.51
23 Doubleday, Page & Co.....	130	1,869	14.37
24 Dana Estes & Co.....	297	4,157	14.00
25 A. L. Burt & Co.....	214	2,861	13.36
26 Rand, McNally & Co.....	148	1,885	12.73
27 Penn Pub. Co. ....	138	1,747	12.65
28 L. C. Page & Co.....	445	4,746	10.66

In comparing these averages with those obtained from a similar attempt three years ago, covering a much smaller num-

ber of books from each publisher, we find that the result is approximately the same, and the publisher who stood at the

head of the list in the above table stood at the head at that time. In comparing the combined figures with the figures for each library, we also find a general correspondence sufficient at least to indicate that the final figures have not been vitiated by the extraordinary figures of one or two libraries. With these figures as a basis, the Committee proposes to appeal to all publishers whose work does not come up to the standard of the leaders in the above table.

For some time the Committee has had under consideration a pamphlet giving suggestions for binding for small libraries. These plans have been completed and the pamphlet will be published by the A. L. A. Publishing board.

During the year the Bureau of standards in Washington completed its tests of book cloths and formulated specifications for cloths which the Government is now using on the sets for depository libraries. It is no longer "the sheep-bound set." The specifications were printed in the "Library Journal" for March and in "Public Libraries" for April. These specifications, as formulated by the Bureau of standards, not only apply to cloth for government documents, but may also be used by all librarians in selecting cloth for ordinary library binding. The tests of the cloth, of course, cannot be made by librarians themselves; but we are authorized by the Bureau of standards to state that it is able to make tests according to these specifications, though it will be obliged to charge a fee for the work done. A permanent schedule of fees has not yet been established; charges would depend upon the quality of tests required and the properties determined, and would cover only the actual cost. Cloths conforming with these specifications can be made by all the book cloth manufacturers, and librarians should make an effort to get them.

The Annual report of the Cincinnati public library for 1907-08 gives a very brief statement regarding a reduction in binding bills brought about by using flexible glue in recasing books which otherwise would go to the bindery. The possibility of cutting binding bills 40 to 50%,

as the Cincinnati public library report states, is worthy of careful investigation. It may prove, however, that a saving in binding bills is more than offset by larger bills for replacing books. The only proper test is to keep a record of circulation and cost in order to determine the average cost of each issue. The method is being given a careful test in the Wilmington Institute free library. We hope to report the results at the next meeting of the Association.

The Committee has been in correspondence during the year with Mr George A. Stephen, member of the Book production committee of the Library association in England, and is especially indebted to him for his helpful suggestions concerning commercial binding.

During the year many questions and some criticisms have been sent from different parts of the country. The Committee heartily invites correspondence with those who are interested in binding problems.

A. L. BAILEY, Chairman  
G. E. WIRE

THE PRESIDENT: Are there any questions to be asked, or is discussion of this report desired? Mr Bailey moves the adoption of the report. We have a great deal of business before us tonight, and unless it is urgent that there should be some discussion, we shall take this report as adopted and pass to the next.

Will MR J. C. DANA present the report for the Committee on bookbuying?

#### REPORT OF COMMITTEE ON BOOKBUYING

Your Committee reports that Mr W. P. Cutter, in the interests of bookbuying, went to Washington to attend the tariff hearing. The report of his activities in this line will be rendered by him when the bill is finally adopted.

Your Committee also reports that it has caused to be compiled a list of novels for adults containing those novels which are purchased in the largest numbers in American libraries today. It has put the same in type and has a few copies for distribution.

The list was compiled in this way:

The Committee compiled a tentative list of 682 titles. This was set in linotype and printed in galleys to the number of 100 copies. Of these copies 35 were sent in duplicate to 35 of the larger public libraries, with the request that additions and omissions be suggested in accordance with each library's novel-buying custom, and that these emendations extend also to the editions.

Of the libraries to which the list was sent 20 returned the list with suggestions. From the lists thus criticized the Committee made the list in hand, numbering 572 titles.

Books reported out of print have been omitted. As no one can tell whether a new story will continue to be so popular as to make its purchase hereafter advisable, only a few recent novels have been included. The list, therefore, includes chiefly the standards; it does not, however, include books generally called classics if they are so little used by the public as to make their purchase unnecessary save at very long intervals. This is not a list therefore of best sellers, as that phrase is used today; but of the books of which libraries purchase the largest number of copies in a period, say of 20 years.

The Committee hopes this list may serve several purposes:

It may prove useful as a buying list for libraries large and small.

It may help to persuade libraries to adopt the habit of keeping in stock a short list of fiction, and of trying to keep all the items on that short list always on hand in good condition.

It may help to establish among libraries the custom of co-operative bookbuying. This habit has thus far been fostered more by those binders who furnish books bound directly from publishers' sheets than by anybody else. Perhaps this is the only form of co-operation that will ever prove possible. But it should be noted that even if libraries do not concentrate their purchases on the items in this list more than they already do; still they have, as this list shows, already tacitly agreed on a list

of which they buy many thousands of copies every year.

The next step would be to appoint an agent who would, by purchasing for a score of the largest libraries, be able to secure good prices and to bring pressure to bear on publishers to produce better editions. If an agent could say to a publisher that if the latter will put out, of a certain book, a better edition than has heretofore been issued, even at an advance in price, the agent will take a certain number of copies for the libraries which he represents, the agent would be able to secure these improvements in binding, type, and paper, which are so much needed.

If this list is a good one, then its general adoption as the standard list of public library fiction for adults will probably improve the quality of the novels which libraries lend.

If this list proves to be useful, the Committee purposes to follow it with a list of the most frequently purchased fiction for young people. It already has certain interesting data in this direction, which lead to the conclusion that an agreed list of children's books would prove interesting and helpful.

The Committee recommends that it be continued another year with an appropriation sufficient to print copies of the list of novels for all members of the Association and to compile a list of books for young people.

J. C. DANA, Chairman

W. P. CUTTER

B. C. STEINER

THE PRESIDENT: This report is adopted.

MR DANA then spoke as follows, concerning

#### **Municipal legislative reference, commercial, technical and public welfare libraries**

Through the courtesy of the officers of the Association I present another matter to your attention for a moment. It concerns business or commercial, civic, board of trade, municipal and legislative reference libraries and departments of public and other libraries which are devoted to these topics.

Miss Sears, the Librarian of the Merchants' association in New York,—an association which is engaged largely in work relating to the welfare of the whole city—and Miss Ball, who is the librarian of a branch we have in the center of Newark which we call a business branch, conferred over their work, compared notes and decided that it would be desirable to discover what is being done in similar institutions in other parts of the country. They found that such information is not easy to obtain. It was then suggested that an association be formed, at least a tentative one, of those interested in these special libraries, and that if the association prove to bring good results, to affiliate it with the American Library Association or become merged in it. While it may be wise to undertake to establish such an association, it seemed unwise to attempt to establish it as a department or to make much of it until it has proved itself worthy.

Two sets of circulars have been sent out to libraries of the kind I have just mentioned, the second set to 45 different libraries. These 45 libraries covered, to name them again, commercial, industrial, technical, civic, municipal, legislative reference and welfare libraries and special departments of public and university libraries.

Libraries of this kind, although they have increased with great rapidity in the last four or five years, have not received much attention from our Association and have not become interested in it.

It is rather difficult to keep track of their publications, even of those which are of considerable interest to a general public library.

From the institutions circularized were received 45 replies, and all but one of these favored organized effort at co-operation. The movement having been thus successful, it was decided to attempt to have a brief conference here.

We have already conferred together since we came here and have drawn up a tentative form of organization.

You will be surprised perhaps to know that there are 16 different kinds of libraries in the groups I have mentioned,

few of which have been very closely allied with this Association. An interchange of ideas and greater publicity among librarians on the activities of these special libraries will be of very considerable use. We cordially invite all of you who may be interested in this movement to spend just a few moments at the close of this session in Room 4.

**THE PRESIDENT:** The next report is that of MR J. C. M. HANSON, Chairman of the Committee on catalog rules.

### **REPORT OF THE COMMITTEE ON CATALOG RULES**

The British-American rules on which reports have been rendered at previous conferences were finally issued by the Publishing board in September 1908, and are now in use in a number of libraries. Aside from this fact there are no new developments of sufficient importance to call for a regular report, especially as no formal meeting of the Committee has been held during the year.

When the Association has had time to give the rules a thorough test, it may no doubt prove desirable to call a meeting in order that changes and modifications called for may be discussed previous to the issue of a new edition. The Committee assumes that the Association will prefer to have all preparations for a new edition referred to the Executive board prior to their being taken up with the British rules committee.

Your Committee being in doubt as to whether or not it has any responsibility in the case of the Simplified edition of the Anglo-American code now in progress of compilation under the direction of Miss Kroeger, would respectfully ask the Association for instructions in the matter.

Finally it may be stated that the Committee has been impressed by recent developments in co-operative cataloging, particularly in the issue of printed cards of standard size for the accessions of the Royal library at Berlin; and also with the importance of greater harmony in the rules of entry which obtain in various countries. The Committee would therefore welcome suggestions or efforts aiming to establish an approximate agreement on cataloging



rules, especially between Great Britain, America and the chief countries of the European continent.

Respectfully submitted,  
J. C. M. HANSON, Chairman  
for the Committee.

Adopted.

### THE REPORT OF THE COMMITTEE ON LIBRARY TRAINING

was then presented:

The chief effort of the Committee for the past year has been to secure the carrying out of its recommendation that a section be established to consider questions connected with training and other preparation for librarianship. The Committee was unanimously in favor, and inquiry showed that the directors of all but one school were in favor of such a section, while an informal written expression of opinion by members of the Council was sufficiently encouraging to make the Committee hopeful.

A meeting was held in Chicago in January, 1909, at the time of the meeting of the League of library commissions at which the matter was fully discussed and the recommendation of the Committee of the previous year confirmed by the present committee. A formal request in writing was therefore preferred to the Council at its meeting at Bretton Woods, June 26, setting forth rather fully the reasons for establishing a section, and was granted by more than a three-fourths vote.

During the agitation of the matter, the Committee was advised to draw up a tentative program for a session at this Conference, the promise being made that room would be found for it whether the section were established or not.

The advantages of such a meeting over an unscheduled and informal "Round table" are obvious; in the first place, the program is not only likely to be more carefully prepared, but it is better adapted to the miscellaneous audience that it is hoped to attract. Esoteric matters, if treated, are treated with regard to their general bearing on the profession at large. Also, the papers and proceedings in part, at least, go on record and can be consulted afterward in print. In the initial

program offered at this meeting the Committee has tried to show that questions of training and preparation concern every librarian who cares for the elevation of his calling.

The changes made by the schools in the past year have been few, judging from their reports, but announcements for the year 1909-10 seem to promise considerable alteration and readjustment.

At the New York state library school, the "Library school rules" which have been the basis of cataloging hitherto will be abandoned in favor of the "A. L. A. rules," in the junior year, while a reduced amount of classed cataloging will be relegated to the senior year. The practical cataloging done by the juniors will also be done in approved libraries outside, rather than in the State library where "Library school rules" obtain. The teaching of subject-headings will probably be combined with classification and more attention will be paid to dictionary cataloging in the first year.

At the Pratt Institute library school, the title has been changed by the trustees to the School of library science. The alterations anticipated are in the personnel rather than in the curriculum. The Director will resume full time in the School and undertake again her previous courses. Miss Rathbone will reassume the instruction in elementary library economy given by Miss Turner for the past two years. Miss Edith Johnson, a graduate of the School, an experienced cataloger, will undertake the instruction in cataloging, indexing, and technical French and German.

The work in the home-libraries will be given up, since the advantages derived from it by the students under present circumstances can be secured at a less cost of time and exertion in other ways.

Drexel Institute library school reports no changes.

Illinois university announces the appointment of Mr Phineas L. Windsor, Librarian of the University of Texas as Librarian of the University of Illinois and Director of its Library school.

Western Reserve university reports no changes.

Simmons college reports no changes.

The Library training school of Atlanta reports no changes. The Graduates' association of this School, recently formed, has issued a small handbook containing a list of graduates, with addresses.

No changes have been reported by the Carnegie school for children's librarians, but the School announces a year's course in the Bibliography of children's books. The dormitory of the School is now an established feature.

Wisconsin university has issued a circular in regard to the new course given jointly by the University and the Library school, and reported on briefly last year. No statement of the working of this course has reached the Committee and probably another year, after which graduates will be sent out, is necessary in order to make a report.

A legislative reference course was introduced the past year, to be given probably in alternate years.

Syracuse university has made its Department of library science a library school. It offers a two-year technical course for college graduates, with a degree of B. L. S.; a four-year combined academic and technical course leading to a degree of B. L. E., and a two-year technical course, with certificate. In the two latter courses students must present the same credentials as for admission to the freshmen classes, and in the technical course must be 18 years of age or over. For this course only 25 can be entered.

The Indiana library school severed its connection last year with the Winona technical institute and was conducted as a personal undertaking by Miss Hoagland, the Director, with a tuition fee of \$100 and a course of eight months with one month of practice in a library. Applicants holding certificates of summer library schools were admitted in January, at the beginning of the second term. An executive committee, consisting of Meredith Nicholson, Thomas C. Howe, President of Butler college, Jacob P. Dunn, President of the Public library commission, Demarchus C. Brown, State librarian, H. J. Milligan, Julia Harrison

Moore, and the Director, were responsible for the undertaking. This Committee is omitted from the announcement for 1909-10, and no list of the faculty is given.

The University of Texas reports no training class in progress, and suggests that a class in alternate years would perhaps meet the present demand in the State.

The Kansas state normal school at Emporia reports the addition of the study of children's literature and story-telling to its course in library science. While it states that the course is planned to make the teacher's work easier and more effective, it suggests that any one completing the work is fit for an assistantship in a public library or as librarian in a small city or college library. The courses in library history and extension, in bookmaking and public documents, being quite unnecessary for teachers, it is evident that the purpose of the school is partly to train librarians.

The Indiana summer school continues to be held at Earlham college, Richmond (Ind). A course in government documents by Mr W. M. Hepburn, Librarian of Purdue university, will be a feature of this summer's work.

The State university of Washington continues its summer course. The work in organization, extension, reference, school-library organization, cataloging and book selection, is open to any one; other courses to those who have had the first three of these; and the courses in school-library organization, in elementary reference, and in book selection for high school libraries, are especially intended for teachers.

No reports having been received from the Minnesota and Iowa summer schools, it is presumed that they keep the even tenor of their way.

MARY W. PLUMMER, Chairman  
H. E. LEGLER  
A. S. ROOT  
W. A. WHITE  
CAROLINE UNDERHILL  
GRACE D. ROSE  
THERESA ELMENDORF  
ADAM STROHM

THE PRESIDENT: There is one more report, that of the chairman of the

Committee on public documents. The first item on the program, a communication from the "Congrès international des archivistes et des bibliothécaires," was adopted, as you will remember, in the report of the Council which was submitted to you the other day. Therefore we have no occasion to deal with it tonight, and MR G. S. GODARD'S report is the last item on the program before we come to the question of the constitution, which, it is to be hoped, will not keep us long.

### REPORT OF COMMITTEE ON PUBLIC DOCUMENTS

Your committee is in doubt as to just what sort of a report is expected or should be made at this time. Only a glance at the joint program of the meetings at this conference of the American Library Association and its affiliated associations is necessary to show how great an interest is being taken in the subject of public documents. Both the National association of state libraries and the American association of law libraries have emphasized this topic in their programs and have special committees engaged upon special lines of work, which it is hoped will ultimately result in a greater uniformity in printing, indexing, binding, and distributing public documents.

Therefore, as public documents are, like the poor, always with us; and as there are so many ever present problems, new and old, connected with them; and as the programs of some of our affiliated associations, whose meetings are open to us, have special papers by competent persons upon some of these problems, the Committee asks that you consider the papers and the accompanying discussions which are presented at these meetings as well as at our own Government documents round table as a part of the report of your Committee on public documents.

Respectfully submitted,

G. S. GODARD, Chairman  
JOHNSON BRIGHAM  
L. J. BURPEE  
S. H. RANCK

THE PRESIDENT: Unless objection is heard we shall take Mr Godard's report as adopted.

You will remember that we were more fortunate the other day than the Program committee anticipated we should be when the official program was being prepared for print. Otherwise, the next item, "revision of the constitution," would not have appeared in the form in which it does. The constitution has been revised and adopted, but as a sort of *coup de grace*, at any rate, as a final step, a committee was appointed to receive any amendments which might be suggested in the interval between the meeting at which the constitution was discussed and this present meeting. The committee was given certain powers, editorial chiefly, and has doubtless prepared a report.

Will Mr N. D. C. HODGES be so kind as to present the report of the

### COMMITTEE ON AMENDMENTS

The committee appointed to receive and consider proposed amendments to the constitution begs leave to report that it has received five proposed amendments, most of them relating to the duties of the Council. And, after due consideration, in view of the recent adoption of the constitution as a whole, recommends that action on all amendments be deferred until the next conference of the Association.

Respectfully submitted,  
N. D. C. HODGES, Chairman  
F. P. HILL  
R. G. THWAITES

MR GREEN: Mr President: I move the adoption of this report. It seems important that whatever changes are to be made after the careful revision which has been submitted to us and adopted, ought to be made with deliberation. I have no desire to throw any damper upon the movement for changes in the constitution, but it certainly does seem desirable, now that we have adopted it after careful preparation, that we should try it for a year, and equally important that no elementary changes should be made in it without careful deliberation. I therefore move the adoption of this report.

THE PRESIDENT: It has been moved and seconded that the report of the Committee on amendments be adopted. The question is open for discussion now, if you wish to discuss it.

MR FLEISCHNER: Does this mean

that Dr Putnam's amendment is included in this report?

THE PRESIDENT: Dr Putnam's amendment is also included. The report includes all amendments.

MR JONES: I think it is very unfair that we should choke off amendments to the constitution in this wholesale way, and I very much hope that the amendments that have been proposed may go on our records as having their first reading at this meeting. Then they will come up for final consideration at the next conference. I do not know what any of them are except Dr Putnam's, and I am not sure that I should favor his, but I am opposed to choking off amendments in this very summary way.

MR YUST: Mr President, may we not hear these proposed amendments read?

THE PRESIDENT: Certainly, if it is the sense of the meeting. Do you desire to have these amendments read before we proceed?

MR YUST: I wish to have them read.

A motion to table the report was, after a short discussion, withdrawn.

THE PRESIDENT: Mr Secretary, will you please read the amendments?

THE SECRETARY: It will perhaps be better, Mr President, in reading the amendments, to read also the original article of the constitution to which the amendment applies, if that be the pleasure of the meeting. The amendment first on the list refers to Section 14 of the constitution, under "Council membership":

#### Council

Sec. 14. **Membership.** The Council shall consist of the Executive board, all ex-presidents of the Association who continue as members thereof, all presidents of affiliated societies who are members of the Association, 25 members elected by the Association at large, and 25 elected by the Council itself. The elected members shall be chosen five each year by the Association and Council respectively, to hold office for five years, except that at the annual meeting of 1909, the existing Council shall elect 25 and shall divide them by lot into five classes to hold office one, two, three, four and five years respectively.

There are two separate amendments submitted to that section. The first is as follows:

The Council shall consist of the Executive board, all ex-presidents of the Association who continue as members thereof, all presidents of affiliated societies who are members of the Association, and 50 members elected by the Association. The elected members shall be chosen 10 each year for a term of five years.

The second amendment proposed to this section is identical with the one just read.

There are three amendments to Section 16, the original of which relates to the duties of the Council, and reads as follows:

Sec. 16. **Duties.** The Council may consider and discuss library questions of public and professional interest, and by a two-thirds vote adopt resolutions on these or any other matters of library policy or practice, and no resolutions, except votes of thanks and on local arrangements, shall be otherwise adopted. In particular it shall consider and report upon questions which involve the policy of the Association as such; and no such questions shall be voted upon by the Association, except upon a three-fourths vote of the Association deciding for immediate action, without a previous reference to the Council for consideration and recommendation. It may by two-thirds vote affiliate with the American Library Association, upon suitable conditions, other organizations kindred in purpose and, by the same vote, establish sections of the Association. It may nominate honorary members.

The amendments suggested are, first, as follows:

The main duty of the Council shall be to consider, discuss and formulate conclusions or recommendations upon questions of general professional interest, questions of library policy and practice, and questions involving the policy of the Association as such; and, except upon a three-fourths vote deciding for immediate action, no resolutions involving any of the foregoing questions shall be adopted by the Association without a previous reference to the Council for consideration and rec-

ommendation, nor without a three-fourths vote, if against its recommendation; nor shall any new section of the Association be established, nor final action be taken affiliating with the Association other organizations, without a similar reference for recommendation and a similar vote, if the recommendation be adverse.

Upon questions not referred to it by the Association for report, nor involving the policy of the Association, nor action by the Association, the Council may promulgate its conclusions or recommendations, expressing them, however, as the conclusions or recommendations of the Council, not of the Association, and in all cases reporting its action to the Association at the earliest opportunity.

The Council may nominate honorary members of the Association.

The second amendment reads as follows:

The Council may consider questions of public and professional interest, and by a two-thirds vote adopt resolutions on these or any other matters of library policy or practice. In particular it shall consider questions which involve the policy of the Association and report upon such questions as may be referred to it by the Association. It may by a two-thirds vote affiliate with the American Library Association upon suitable conditions, other organizations kindred in purpose, and, by the same vote, establish sections of the Association. It may nominate honorary members.

There are three amendments to Section same as the second with the exception that the sentence, "In particular it shall consider questions which involve the policy of the Association and report upon such questions as may be referred to it by the Association," is omitted.

There is one other amendment, to Section 2, which in the original reads as follows:

### **Membership**

Sec. 2. **Members.** Any person or institution engaged in library work may become a member by paying the annual dues; and others, after election by the Executive board; but no member shall be

entitled to vote at a business meeting of the Association or for the election of officers until the annual meeting of the calendar year following his accession to membership. The annual dues of the Association shall be two dollars for individuals and five dollars for libraries and other institutions, payable in advance in January, save that for the first year the dues for individuals shall be three dollars.

The amendment reads: "Omit the last sentence, which properly belongs in the by-laws."

MR HILL: Mr President: It was not the purpose of the Committee to choke off any discussion, as has been intimated. Rather, the Committee wished to bring the matter to the attention of the Association in just this way, being aware of the fact that it had no authority whatever. Amendments can be offered by any one at any time, but after due consideration, as has been reported, the Committee felt that there would not be a large enough number present at any one session to take up these amendments and consider them carefully. Therefore, it was the judgment of the Committee that, in the interests of the Association, it would be better to let them rest for another year and have other amendments, perhaps, to be proposed in the meantime, and that the Association would be in better shape at that time to decide upon the relative merits of the different amendments.

MISS MARY E. AHERN: Mr President: The criticism on the proposed revision of the constitution has centered around these Sections (14 and 16) since it was first presented last summer. In the long discussion of it in the meeting the other morning, considerable feeling was manifest and a critical period was reached when a substitute was proposed for these sections. It was stated two or three times by as many different persons who favored the original form that any amendment at that time meant the rejection of the whole measure and the postponement of a revised constitution for two or perhaps three years. It came very near to a promise on the part of one speaker that after the constitution as a whole was adopted it would

be possible to offer an amendment even at that very session. Thereupon the substitute was withdrawn and the constitution was adopted but immediate adjournment followed. Now, when the Committee which you appointed comes in and advises the rejection of the offered amendments at this time and under these circumstances, it means that democratic representation of the American Library Association in the Council can not come for two or perhaps three years more. I am loth to question the justice of this action, but I, for one, should be very sorry to have the report of the Committee adopted.

THE PRESIDENT: The question before the house is that the report of the Committee on amendments be adopted. Further discussion of that question is still in order. If there is to be no further discussion, the Chair will put the question.

The question was determined in the affirmative, Ayes, 47; Noes, 28.

THE PRESIDENT: You are aware that the constitution as adopted the other day was without by-laws. The new constitution provides that by-laws may be adopted by vote of the Association upon recommendation of the Executive board. The Executive board received from the Revision committee certain proposals for by-laws. These it now recommends to the Association for adoption. The Secretary will please read the former by-laws, with the proposed changes of each section in which a change occurs.

The Secretary then read each by-law in its existing and in its proposed form. After full discussion each section was adopted as follows:

#### **By-Laws**

Sec. 1. Any person renewing membership shall pay all arrears of dues or dues required of new members. Members whose dues are unpaid at the close of the annual conference, and who shall continue such delinquency for one month after notice of the same has been sent by the treasurer, shall be dropped from membership.

Each new member shall be assigned a consecutive number in the order of first joining and paying dues. A delinquent

member re-joining shall receive his original number. It shall be the duty of members to inform the secretary promptly of any change of address.

The fiscal year of the Association shall be the calendar year.

Sec. 2. At least one month prior to the annual meeting of the Association the Executive board shall appoint a committee of five, no one of whom shall be a member of the Board, to nominate the elective officers and other members of the Executive board, Trustees of the Endowment fund, and such members of the Council as are to be chosen by the Association under the provisions of Sec. 14 of the Constitution.

This committee shall report to the Executive board which shall after adoption of the report, post its nominations 48 hours before the election and shall place such nominations before the Association on a printed ballot which shall be known as the "Official ballot." The Board shall also include on such ballot other nominations filed with the secretary by any five members of the Association at least 24 hours before the election, provided that with the petition containing such nominations or noted upon it, shall be filed the consent of the person or persons so nominated.

In general, nominations to the Council shall be made with a view of having it representative of all sections of the country and of the principal classes of libraries included in the Association. No person shall be nominated as president, first or second vice-president or councilor of the Association for two consecutive terms. No more than the required number of nominations shall be made by the committee. The position and residence of each nominee shall be given on the official ballot.

Sec. 3. At the first meeting of the Council at each annual conference, there shall be designated a committee of five to nominate the new members of the Council which the Council itself is to elect for the next ensuing term. This committee shall report to the Council, and the election by the Council shall be by ballot. The prohibition in Sec. 2 of the re-elec-